

PERSONAL INFORMATION DIANA MARIA PETCU



PROFESSIONAL EXPERIENCE

June – August 2022

Academy of Leadership and Pedagogy – Teach for Romania

- Personal leadership (reflection, self-improvement, resilience, management of challenges);
- Strategic thinking (analytical thinking, problem solving);
- Strategic learning (success culture, planning, evaluation, learning management);
- Building relationships (collaboration, assertive communication);
- Methodical bootcamp (methodical laboratory, teaching simulation with methodical guidance and feedback, pedagogical practice, mentoring);
- Adaptation and flexibility according to the students' needs;

13/05/2016–PRESENT

Qualified swimming instructor - Bucharest

- Detailed knowledge of the technique of swimming procedures;
- Training and education of children regarding sports activity;
- Responsible for children during swimming hours;
- An ability to communicate effectively with both children and adults;
- Patience, tact and understanding;
- The ability to give courage, inspire confidence and motivate small swimmers;
- Perseverance in achieving the objectives;
- Positive attitude and enthusiasm, essential skills in interpersonal communication;
- The ability to identify the strengths and weaknesses of each individual person;
- Resistance to stress and a good ability to find the right solutions in crisis situations;
- Flexibility in setting the work schedule, because there is the possibility to work in evening or weekend shifts as well.

1/10/2020–31/09/2021

Doctoral researcher National School of Political and Administrative Studies, SNSPA - Bucharest

- Researcher-entrepreneur on the labour market in the fields of smart specialization (CERT- ANTREP)

18/12/2020–17/09/2021 **Public Relations Specialist – Active Interventions in The Atmosphere- Bucharest**

- Development of internal rules and procedures, elaboration of documents for obtaining operating / attestation / reattachment licenses;
- Participation in the negotiation of tariffs, contracts and framework agreements;
- Verification and centralization of supporting documents and correctness of invoices or other important documents;
- Carrying out the management and support of the Unit for Combating Hail Falls in Mures;
- Maintaining links with other departments and sending parcels to the territory;
- Checking the accounts and making the invoice centralizer in order to streamline the tracking of the receipts;
- Participation in the elaboration of the approval documentation of

- the Units for Combating Hail Falls;
- Elaboration of activity reports specific to the job;
- Carrying out administrative tasks quickly and in an organized manner;
- Organizing events and meetings, development activities;
- Researching and drafting precise and concise information on the field of work.

01/10/2019–01/06/2020 **Senior Communication Assistant Touch Communications at Public Space European- Bucharest**

- Coordination of information and management campaigns and coordination of projects;
- Organizing events and meetings, development and communication activities, learning activities with European themes;
- Researching and drafting precise and concise information on the organized events; minutes, news, articles written on European topics;
- Organizational and logistical assistance for inter-institutional relations, information services, consultancy and assistance;
- Technical assistance for the communication activities of the Representation of the European Commission (e.g. drafting monthly reports; assistance for technical issues during the activities carried out);
- Preparation and organization of events / debates / discussion forums / film screenings / cultural artistic presentations / campaigns / debates with European themes for pupils / students / NGOs / institutions / SPE partners;
- Participation in external events (e.g. cultural events);
- Drawing up, updating and producing interactive presentations on European topics;
- Organizing internships for students and monitoring the activities carried out by trainees;
- Managing social media pages: Facebook/Twitter (interaction with followers, follow-up and accountability to comments received from citizens, making stories, scheduling posts);
- Creating creative and interactive content, games, and images.

03/05/2019–14/08/2019 **Analyst at DB SCHENKER - Bucharest**

- Information verification – SAP and MDM scope;
- Responsible for creating and updating some data from the working system;
- Contributing to the improvement of the system of optimization of operational services;
- I helped the team to carry out some tasks;
- It provided support to the manager for the documentation necessary for the operating system update process.

EDUCATION AND TRAINING

01/10/2019–In the process of completing a **PhD at the National School of Political and Administrative Studies**

Snsipa Doctoral School, in Political Science

1/02/2022 – 12/07/2022 **Psycho-pedagogical training in order to certify the competences for the teaching profession, in postgraduate regime, level II, SNSPA**

1/01/2021–31/06/2021 **Fpsycho-pedagogical order in order to certify the competences for the teaching profession, in postgraduate regime, level I, SNSPA**

2017–2019 **Master's degree**

National School of Political and Administrative Studies - Specialization: Diplomacy and International Negotiations, within the Department of International Relations and European Integration, SNSPA - Bucharest

2014–2017 **Bachelor's Degree**

National School of Political and Administrative Studies - Specialization Political Science

2010–2014 **Baccalaureate Diploma**

"Nichita Stănescu" National College Ploiești - Human Profile

PERSONAL SKILLS

Mother tongue(s)

Romanian

Foreign languages

	UNDERSTANDING		SPEECH		WRITING
	Obedience	Read	Participation in conversation	Oral speech	
English	c1	c1	c1	c1	c1
Spanish	b1	b1	b1	b1	b1
French	a2	a2	a2	a2	a2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Experienced user
Common European framework of reference for languages - Self-assessment grid

Communication skills

- Excellent communication, relationship and argumentation skills, acquired during debates and teamwork, acquired as a result of my job, but also through my experience as a swimming instructor;
- Experienced negotiator, acquired from the job he had.

Organisational/managerial skills

- Organizational **spirit** and good discipline at work ;
- Successive **adaptation** to the workplace;
- Good observation to the significant details;
- Adaptability of any working conditions ;
- Good promotion of new information in social media;
- Punctuality;
- Negotiation;
- Sincerity;
- I have a good communication capacity and intelligence.

Skills acquired in the workplace

- Good public speaking **skills** - in my work as a communication assistant at the European Public Space I started **information** sessions for pupils and students and contributed to the improvement of knowledge of the **European** field, as well as of the EU institutions, and I mentored two trainees, providing them with constructive feedback;
- Good communication skills - maintaining a good inter-institutional communication **relationship** with the Representation of the European Commission and the European Parliament Information Office, but also of partners and multipliers which have started numerous events within the SPE; providing answers to citizens' questions on European topics;
- Good management skills detached from the position of **senior** assistant;
- The ability to work efficiently under pressure - carrying out and completing some tasks received in a short time and sending documents before the set deadline;
- **Pro-activity** - acquired during the state of emergency as a result of the COVID19 virus, in which we had to carry out our activity in **the** online environment and we discovered that we can keep the public active, next to us, even from a distance;
- Adaptability and flexibility - during the state of emergency we have quickly adapted and integrated new sections of interactive challenges **to the public**, the European Public Space;
- Responsibility - orderly, presentable and attractive keeping the SPE for

citizens; careful use of technical equipment in the SPE; ensuring that the information brochures are the most recent and relevant and are properly displayed/arranged in the **European Public Space**;

- Active listening - I listened to **the** opinion of the citizens who came to the SPE; we took into account the views of colleagues and listened to the problems they were facing, providing them with moral support;
- Team spirit – in addition to the coordination tasks, I was directly involved in the implementation of the strategy together with my teammates;
- Analytical **thinking** - we have written complex analysis materials;
- Conflict mediation **ability** gained from my experience as a junior and senior assistant at the **European Public Space**;
- Organizational skills - detached from the position occupied at spe;
- Improving the relations of consultancy and assistance - participation and providing organizational **support** at various events and meetings started by the EC **Representation** or the Information Office of the European Parliament; **regular** reporting;
- Identifying the best strategies for the effective performance of tasks.

Competențele digitale

AUTOEVALUARE				
Procesarea informației	Comunicare	Creare de conținut	Securitate	Rezolvarea de probleme
Utilizator experimentat	Utilizator experimentat	Utilizator independent	Utilizator independent	Utilizator independent

Competențele digitale - Grilă de auto-evaluare

Workshop Digital Google

Driving licence DA, category B

INFORMATION

Conferences:

- Organization of the closing conference of the OpenEUdebate project (June 27-28, 2022), Apollo Theatre, attended by Ambassadors, elite diplomats, journalists, etc. (CES – SNSPA)
- Participating in the International Conference Crisis Communication and Conflict Resolution 2022 organized by the Faculty of the European Studies, at Centre for Academic Success and the National School of Political and Administrative Studies (7-8 April 2022)
- Participating to MIRAI Online Exchange Program – Theme: Politics and Security, from 11 April 2021 to 31 March 2022
- Participating in the „Bucharest Security Conference Seminar Series”, organized by the National University of Political Studies and Public Administration (SNSPA), between 13-17 December 2021
- Participated in the 9th edition of Strategica International Conference, organized by the Faculty of Management from the National University of Political Studies and Public Administration in Bucharest, during October 20-21, 2021, Romania
- Participation in the "International Conference of Doctoral and Post-doctoral Students in Social Sciences", with the paper Social and Interhuman Relations after Brexit, May 27-28, 2021, organized by the Doctoral School of Sociology, University of Oradea;
- Researcher-entrepreneur on the labor market in the fields of intelligent specialization (CERT-ANTREP), organized between November 2020 and September 2021
- The Global Dialogue of Citizens Conference on the Future of the Internet, organized in Romania, under the auspices of EDYS – European Digital Youth Summit, on

- October 9-10, 2020, under the patronage of the European Parliament;
- Organizing and participating National Cultural Event Culture Day, dedicated to the great poet Mihai Eminescu, January 15 2020, Romanian Athenaeum, Bucharest;
- Participation in the networking event organized by the Representation of the European Commission at the Apollo 111 Hall, in the Universul Palace, on January 21, 2020;
- Participation in the duplex conference entitled "Duplex Bucharest - Alba: The impact of the European Parliament in communities", organized by EURACTIV Romania in partnership with SNSPA; April 2019 Bucharest;
- Organization and participation in the 7th edition of the EUROSAT Forum, organized by the Centre for European Expertise EUROPULS; April 2019 - Bucharest;
- Participation in the Conference in English, entitled "European Citizenship beyond Brexit", organized by DRIIE- SNSPA, March 2019 - Bucharest;
- Organization of the "Plamentul Tinerilor, ninth edition 2017", a project organized by the Pro Democracy Association 8 -10 December 2017
- Organizing the conference "The South-Eastern Perspective on the Presidency of the Council of the European Union" – December 7, 2017 SNSPA;
- Organizing the Launching Conference of the "Education and Training Monitor" on December 5, 2017, at the headquarters of the Representation of the European Commission in Romania;
- Participation in the conference "Romania in the EU - 10 years", held on October 20, 2017, Ruse, Bulgaria;
- Organizer in the Preparation of the Romanian Presidency of the EU Council, September 2017 in Bucharest, at the Romanian Government;
- Diploma of organization of the project "Prediscovery of the residence of Romane at the Consiliului Uniunii Europene", event held within the Official Internship Program of the Romanian Government, September 12, 2017
- Organizing the Conference "10 years of accession to the EU: from cohesion to convergence", held on October 26, 2017, at the National Bank of Romania, Bucharest.

Presentations:

- 12 presentations and information sessions for groups of pupils and students visiting Spațiul Public European, Bucharest, between November 2019 and March 2020.

Volunteering:

- Volunteer at the Information Office of the European Parliament in Romania, October 2017 - July 2019;
- Volunteer Center for European Policy Analysis, SNSPA, Bucharest, October 2018 - January 2019;
- Europuls volunteer at the RO Support Platform - at the Preparation of the Romanian Presidency of the EU Council, March - July 2018;
- Volunteer Center for European Studies, SNSPA, Bucharest, October 2018 - March 2019;
- Volunteer at the Romanian Youth Delegation to the UN, Bucharest, December 2017- May 2018;
- Volunteer at the Pro Democracy Association, December 2015- December 2017;
- Volunteering at Pulse of Europe from November 2017 to May 2018;
- Volunteer at the Avangarde Institute of Sociology 2016.

Certifications:

- Pedagogical Professional Training and Leadership in Education, Teach for Romania organization June-August 2022
- Psycho-pedagogical training in order to certify the competences for the teaching profession, in postgraduate regime, level I and II (2021-2022);
- Certificate to MIRAI Online Exchange Program – Theme: Politics and Security, from 11 April 2021 to 31 March 2022
- Certificate of the National Agency for Community Programs in the Field of Education and Training February 2019;
- Voluntary certificate of the Information Office of the European Parliament based in Romania, of the #DeDataAstaVotez campaign, 2019;
- Certificate of the Access Workshop, solidarity projects in February 2019, an event organized by

the National Agency for Community Programs in the field of Education and Training, Erasmus+, in 2019;

- Certificate of the Government of Romania - InternshipGovRo - National Agency for Employment - Directorate for Coordination of the Eures National Network, International Agreements and Relations, 2017;
- Certificate in order to improve the governance process, manifested in collaboration with the National Agency for Employment and for the successful fulfillment of the duties arising from the quality of intern within the fifth edition of the Official Internship Program organized by the Government of Romania, 2017;
- Certificate of Swimming Sports Instructor at the National Center for Training and Improvement of Coaches (CNFPA) Bucharest, 2017;
- Google Certificate - Diploma at the Digital Workshop course organized by the Leaders Foundation and supported by Google Romania, in September 2017.

Prummy:

- 2014- "Swimathon Ploiesti" – swimming competition with the aim of raising funds for people with disabilities;
- The National Swimming and Modern Pentathlon Championships in Romania, silver and bronze medalist between 2007-2014.

Publications:

- Article "*Brexit: Independent Group demands the clarification of Labour in the second referendum*", published on 5.03.2019 within the MAEDRI project (Simulation of the Department of Foreign Affairs) organized by Professor Mihai Cercel, DRIIE, SNSPA, Bucharest;
- Article "*The Ministry of Foreign Affairs has launched an informative video on the implications Of Brexit on Romanians in the UK*", article published on 2.04.2018, <https://bit.ly/2m8mjsb>, DRIIE, SNSPA, Bucharest;
- Article "*Another industrial branch in the UK is affected by a possible Brexit*", published on 28.02.2019 within the maedri project, DRIIE, SNSPA, Bucharest;
- Article "*The Brexit transition agreement was officially signed at the EU 27 Summit*", published on 26.03.2018, <http://eucouncilsim.snspa.ro/oficial-a-fost-semnat-acordul-de-tranzitie-brexit-la-summitul-ue-27/>, DRIIE, SNSPA, Bucharest;
- Article "*The future of EU-UK cooperation after Brexit*", published on 12.03.2018, on the <http://eucouncilsim.snspa.ro/> platform of the Department of International Relations and European Integration, SNSPA, Bucharest;
- Minute "*Agreement between the European Union and the United Kingdom on transition periods after Brexit, which will end on December 31, 2020*", published on 22.03.2018 on the [platform http://eucouncilsim.snspa.ro/acord-intre-uniunea-europeana-si-marea-britanie-privind-perioada-de-tranzitie-post-brexit-care-se-va-finaliza-la-31-decembrie-2020/](http://eucouncilsim.snspa.ro/acord-intre-uniunea-europeana-si-marea-britanie-privind-perioada-de-tranzitie-post-brexit-care-se-va-finaliza-la-31-decembrie-2020/), of the Department of International Relations and European Integration, within the project Center for European Studies, coordinated by Iordan Gheorghe Bărbulescu, SNSPA, Bucharest;
- Minute "*Digital Future Forum*", from 12.12.2018, <http://eucouncilsim.snspa.ro/digital-future-forum/>, DRIIE, SNSPA, Bucharest;
- Minute "*The impact of robotics and artificial intelligence on the future of the European Union*", from 10.12.2018, <http://eucouncilsim.snspa.ro/impactul-roboticii-si-inteligentei-artificiale-asupra-viitorului-uniunii-europene/>, DRIIE, SNSPA, Bucharest;
- Minutes "*Launching citizens' consultations for the future of the European Union #UEștiEUropa*", article published on 14.05.2018 <http://eucouncilsim.snspa.ro/lansarea-consultarilor-cetatenesti-pentru-viitorul-uniunii-europene-tuestieuropa/>, DRIIE, SNSPA, Bucharest;
- Minute "*FNSSPRI project minute, third edition – 2017 23-26 NOVEMBER 2017*", article published on 2.02.2018, <http://eucouncilsim.snspa.ro/minuta-proiect-fnsspri-editia-iii-2017-23-26-noiembrie-2017-2/>, DRIIE, SNSPA, Bucharest;
- Minute "*Celebrating the 10 years since Romania's accession to the European Union: from cohesion to convergence*", published on 2.02.2018, <https://bit.ly/2kpR3o8>, DRIIE, SNSPA, Bucharest;
- Minute, "*Unity in diversity. EU where to where?*", published on 18.12.2018, <http://eucouncilsim.snspa.ro/unitate-in-diversitate-ue-incotro/>, within the DRIIE project, SNSPA, Bucharest;

- Article published- New European perspectives - Brexit: the end of a new beginning, published by ACTA UNIVERSITATIS DANUBIUS, Vol. 14, no. 1/2021, <https://dj.univ-danubius.ro/index.php/AUDRI/article/view/1310/1382>
- Social and people-to-people relations after Brexit. New European perspectives - Brexit: the end of a new beginning – Polis Political Science Magazine, Volume IX, No. 3 (33), New series, June-August 2021, European Institute publishing house, <https://revistapolis.ro/333-mpetcu/> . This work was carried out within the Human Capital Operational Program 2014-2020, co-financed by the European Social Fund, project POCU/380/6/13/124708 no. 37141/23.05.2019, entitled "Researcher-entrepreneur on the labor market in the fields of smart specialization (CERT-ANTREP)", coordinated by the National School of Political and Administrative Studies.